
OST ABCM Data Definition FY2006

54AA – Provide Management

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with the overall management and supervision, program leadership, planning and directing the work of others, or coordination which cannot be assigned to a specific, direct cost or work activity (e.g., develop job descriptions, initiate and monitor personnel actions (SF-52s in FPPS), develop KSA's prepare crediting plans). This activity includes meetings involving employees performing these functions.

Direct charge time to a specific work activity whenever possible.

<i>Inputs</i>	Staff time, management assignments, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Workload requirements for organizational unit
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Budget Finance & Admin

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54AB – Provide Administrative Support

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with general administration support provided to an organizational unit. Work activities include time and attendance, answer telephones, perform budget work specific to the organizational unit (i.e., prepare/monitor office budget after receive allocation), and non-managerial functions not related to a specific program activity that provides general support to the entire office/program.

Activity also includes costs associated with management and employees union Steward involvement pertaining to meetings, examinations, and negotiations of employee union related issues.

Direct charge time to a specific work activity whenever possible.

<i>Inputs</i>	Staff time, management assignments, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Workload support requirements for organizational unit
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Budget Finance & Admin

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T7AC – Provide Outreach Communication and Consultation

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.3 Beneficiary Communications
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with meetings held with Indian trust management and reform stakeholders including; DOI employees, tribal and individual Indian beneficiaries, Congressional contacts, the public and the media, as well as the development, implementation, and maintenance of an outreach plan.

In addition, the activity includes working with other Federal agencies to ensure trust standards are followed in the management of beneficiary assets (i.e., natural resources and financial).

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	Stakeholder meetings held/attended
<i>Output Measure</i>	# of stakeholder meetings held/attended
<i>Cost Driver</i>	Outreach plan and requests from stakeholders for information
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of External Affairs

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T7AD – Develop and Maintain Communication Resources

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.3 Beneficiary Communications
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with the development and maintenance of communication resources including the website, informational publications (i.e., newsletters and brochures), and correspondence.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	Informational publications produced
<i>Output Measure</i>	# of informational publications produced
<i>Cost Driver</i>	Outreach plan and requests from stakeholders for information
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of External Affairs

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59AE — Develop Trust Training Curriculum

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.7 Human Resources
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the development of course curriculum. Related activities include; research, syllabus preparation, needs assessment, preparation and distribution of training materials, meetings, develop training plans, review of Individual Development Plans, and provide registrar services.

<i>Inputs</i>	Staff time, contractors, travel, supplies and materials
<i>Output</i>	Trust training classes developed
<i>Output Measure</i>	# of trust training classes developed
<i>Cost Driver</i>	Number of Trust training courses required
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Trust Accountability

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59AF — Deliver Trust Training

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.7 Human Resources
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the delivery of trust training courses. Related activities include; meetings, presentation of course materials, enrollment of course participants, onsite coordination, identification of training location, maintenance of training records, and coordinate logistical arrangements.

<i>Inputs</i>	Staff time, contractors, travel, supplies and materials
<i>Output</i>	Student contact hours completed
<i>Output Measure</i>	# of student contact hours completed
<i>Cost Driver</i>	Number of employees
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Trust Accountability

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Z2AG – Administer Self-Governance and Self-Determination Activities

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Support Indian Self-Governance and Self-Determination
<i>CTM Sub Process</i>	2.1 Expand Self-Governance Compacts and Self-Determination Contracts
<i>DOI Code and Activity Title:</i>	Z2 - Provide/Support Indian Self-Governance Self-Determination

Work Activity Definition:

Activity includes all costs associated with the negotiation of annual funding agreements, provide annual evaluations, and provide information and technical assistance to Tribes seeking to compact or contract for IIM fiduciary trust services. In addition, activity includes costs for providing technical assistance to existing tribes who compact/contract for IIM fiduciary trust services.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	Compacts/contracts (agreements) for management of IIM trust services approved
<i>Output Measure</i>	# of compacts/contracts approved for management of IIM trust services
<i>Cost Driver</i>	Request from Tribe for information and number of compacting and contracting Tribal programs
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of External Affairs

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Z2AH - Provide Technical Assistance to Tribes - Withdrawal Funds

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.5 Technical Assistance
<i>DOI Code and Activity Title:</i>	Z2 - Provide/Support Indian Self-Governance Self-Determination

Work Activity Definition:

Activity includes all costs associated with providing information and technical assistance to tribes, pursuant to Title II of the American Indian Trust Fund Management Reform Act of 1994, seeking to withdraw trust funds for management outside of the Federal Government.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	Applications (agreements) for the withdrawal of trust funds approved
<i>Output Measure</i>	# of approved applications to withdraw trust funds approved by the Special Trustee
<i>Cost Driver</i>	Formal request by Tribe to withdraw funds for management outside of Federal government
<i>System Interfaces</i>	TFAS
<i>Responsible Office</i>	Office of External Affairs

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1XAI – Provide Technical Assistance for Self-Governance and Self-Determination Appraisal Activities

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Support Indian Self-Governance and Self-Determination
<i>CTM Sub Process</i>	2.1 Expand Self-Governance Compacts and Self-Determination Contracts
<i>DOI Code and Activity Title:</i>	1X - Provide Stewardship & Management of Trust Land & Natural Resources

Work Activity Definition:

Activity includes all costs associated with the review and approval of appraisal reports completed in support of trust transactions. Related activities include providing technical assistance to the tribe in developing the scope of work necessary in outsourcing services, providing guidance to tribal staff appraisers and technical review, and approval of appraisals.

<i>Inputs</i>	Screens appraisal requests, staff time, travel, contracting professional expert services (geologist, foresters, petroleum engineers, etc.), supplies and materials
<i>Output</i>	Review of tribal appraisal reports completed (in a timely manner)
<i>Output Measure</i>	# of appraisal reports reviews completed in a timely manner
<i>Cost Driver</i>	Proposal for new compact/contract by tribes for the appraisal function and technical review and approval of appraisal reports submitted by tribes
<i>System Interfaces</i>	LRIS, BIA Agency and Tribal Office tracking system, OAS Regional Appraisal Office Tracking System
<i>Responsible Office</i>	Office of Appraisal Services

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Z2AJ – Monitor Tribal Contracts/Compacts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Support Indian Self-Governance and Self-Determination
<i>CTM Sub Process</i>	2.1 Expand Self-Governance Compacts and Self-Determination Contracts
<i>DOI Code and Activity Title:</i>	Z2 - Provide/Support Indian Self-Governance Self-Determination

Work Activity Definition:

Activity includes all costs associated with oversight of Tribal contract and compact agreements to ensure compliance with contractual obligations/requirements. Also includes compliance with regulations governing records management. In addition, this activity includes the review of all tribally managed trust function/asset and follow-up on recommendation(s).

<i>Inputs</i>	Compact/contract agreements, staff time, travel, contractor costs, supplies and materials
<i>Output</i>	Compact/contract agreements reviewed/evaluated
<i>Output Measure</i>	# of compact/contract agreements reviewed/evaluated
<i>Cost Driver</i>	Compact/contract agreements and number of trust functions/assets managed by tribes
<i>System Interfaces</i>	All fiduciary Trust systems and Microsoft applications
<i>Responsible Office</i>	Office of Trust Review & Audit

OST ABCM Data Definition FY2006

T7AK – Provide Beneficiary Services - Receiving Request

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.2 Beneficiary Services
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with receiving beneficiary request and documenting request into the Service Center tracking system. Activity also includes all costs associated with requests received from beneficiaries via telephone, walk-in, facsimile, letter, e-mail regarding their trust account or services.

[Note: Does not include activities related to preparation of work tickets, review of work tickets, validation of source documentation and encoding.]

<i>Inputs</i>	Request received (telephone, fax, letter, email or walk-in), staff time, travel, duplication costs, supplies and materials
<i>Output</i>	Requests received
<i>Output Measure</i>	# of requests received
<i>Cost Driver</i>	Number of Beneficiary requests for a trust service and/or information
<i>System Interfaces</i>	All fiduciary Trust systems
<i>Responsible Office</i>	Field Operations

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T7AL - Conduct Special Investigations for Trust Beneficiaries

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.2 Beneficiary Services
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with an investigation as a result of a request received from an individual or Tribal beneficiary. Related work activity may include the initiation of an audit of an identified area of weakness.

<i>Inputs</i>	Beneficiary request for investigation, staff time, travel, supplies, materials, and contract costs
<i>Output</i>	Special investigation completed
<i>Output Measure</i>	# of special investigations completed
<i>Cost Driver</i>	Beneficiary request for a special investigation and seriousness/complexity of issue(s).
<i>System Interfaces</i>	All fiduciary Trust systems and Microsoft Office applications
<i>Responsible Office</i>	Office of Trust Review & Audit

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T7AM - Locate Mandatory Trust Beneficiary Documentation

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.3 Beneficiary Communications
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with locating the mandatory trust account documentation. Related work activities include; research, communication with account holders and other Federal agencies, track and report statistical information, provide the court quarterly updates, and coordinate contractor activities.

<i>Inputs</i>	Staff time, travel, contractor costs, supplies and materials
<i>Output</i>	Accounts updated
<i>Output Measure</i>	# of accounts updated
<i>Cost Driver</i>	Number of accounts with missing documents
<i>System Interfaces</i>	All fiduciary Trust systems
<i>Responsible Office</i>	Trust Accountability

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U0AN - Disburse Trust Funds

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with trust support activities related to processing and mailing of Individual Indian Monies (IIM) checks (income generated from management of real estate, claims, and judgments awarded by the courts), oil and gas Explanation of Payments (EOP), and other special mailings to beneficiaries.

Inputs Disbursement authorization, staff time, supplies and materials.

Output Checks and EOPs mailed

Output Measure # of checks and # of EOPs mailed

Cost Driver Request for disbursement

System Interfaces TFAS, IPAC, NX, RDRS, PACER, ECS, DADS, CSS, Historical Query Database, CA\$HLINK II

Responsible Office Office of Budget Finance & Admin

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T7AO - Prepare Beneficiary Statements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.1 Beneficiary Statements
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with the generation of oil and gas royalty statements, Tribal account statements, and IIM account statements produced by TFAS. Also includes cost to print and mail statements, mass mailings, and audit letters to accountholder and costs associated with the gathering, preparing, and reconciling applicable periodic accountholder information to the accountholder.

<i>Inputs</i>	Financial data, labor, storage, supplies and materials
<i>Output</i>	Accountholders beneficiary statements prepared (timely and accurately)
<i>Output Measure</i>	# of beneficiary statements prepared for accountholders
<i>Cost Driver</i>	Data availability, new tax regulations, IT advancements, deadlines mandated for timely completion of statements
<i>System Interfaces</i>	TFAS
<i>Responsible Office</i>	Trust Services

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T7AP - Prepare Beneficiary Tax Reports

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.2 Beneficiary Services
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with the gathering, preparing, and reconciling applicable accountholder income information reported to the accountholder and the IRS for tax purposes.

<i>Inputs</i>	Financial data, labor, storage, contractor costs, supplies and materials
<i>Output</i>	1099-INT and 1099-MISC forms completed (timely and accurately)
<i>Output Measure</i>	# of tax related forms (1099-INT and 1099-MISC) completed
<i>Cost Driver</i>	Data availability, new tax regulations, IT advancements
<i>System Interfaces</i>	TFAS, ODR Database, RDRS
<i>Responsible Office</i>	Trust Services

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1XAQ – Conduct an Appraisal

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Management of Land and Natural Resource Assets
<i>CTM Sub Process</i>	4.4 Appraisals
<i>DOI Code and Activity Title:</i>	1X - Provide Stewardship & Management of Trust Land & Natural Resources

Work Activity Definition:

Activity includes all costs associated with the development and reporting of an appraisal. This includes inspections of a subject property(s) and comparable market transaction properties used in the market and data analysis (e.g., land, improvement(s), natural resource, etc.); and research and collect data at courthouses, real estate office, appraisal offices, and state and tribal offices. The valuation process also includes research on comparable sale/lease property information regarding zoning ordinances, encumbrances, etc., and obtaining legal and physical data on subject property(s), (i.e., tribal resolutions, available utilities, etc.) An analysis of lease documents, right of way agreements, purchase agreements, title status reports, and conveyance instruments is typically required. These functions are performed by certified/licensed appraisers for the purpose of rendering an opinion of Market Value or Market Rental Value of Indian trust property. The valuation process also includes conducting interviews with property owners, real estate professionals, technical experts, and attorneys.

Process includes the following activities: assignment of appraisal to an appraiser, analysis of previous appraisals, definition of the appraisal problem, scope of work, data analysis, application of the Approaches to Value, final opinion of value, and report of defined value.

<i>Inputs</i>	Official appraisal request, salary, travel, training, contracting professional expert services (geologist, foresters, petroleum engineers, etc.), supplies and materials
<i>Output</i>	Written appraisal report approved
<i>Output Measure</i>	# of written appraisal reports approved in a timely manner
<i>Cost Driver</i>	Number of request for appraisal services, ILCA appraisals, request for approval of trust transactions such as acquisition and disposal to support trust transactions on behalf of the beneficiaries in the management of trust assets
<i>System Interfaces</i>	LRIS, BIA agency and tribal office tracking system, OAS Regional Appraisal Office tracking system, GIS, BIA Land Inventory Database, BIA Lease Database, MADS, IRMS, REMS, TFAS and BIA Ownership database
<i>Responsible Office</i>	Office of Appraisal Services

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1XAR – Provide Real Property Appraisal Consultation

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Management of Land and Natural Resource Assets
<i>CTM Sub Process</i>	4.4 Appraisals
<i>DOI Code and Activity Title:</i>	1X - Provide Stewardship & Management of Trust Land & Natural Resources

Work Activity Definition:

Activity includes all costs associated with providing real property consultation to BIA and Tribal Realty Staff, Tribal Representatives, Land Owners and Line Officials. Consultation services include market analysis, rent surveys, rent schedules, and valuation-related technical assistance. Conduct research and data collections at courthouses, real estate offices, appraisal offices, and state and tribal offices for information on real estate market and subject property(s). The research may entail gathering information on comparable sale/lease property regarding zoning ordinances, encumbrances, etc., and obtaining legal and physical data on subject property(s), (i.e., tribal resolutions, available utility, etc.) An analysis of lease documents, right of way agreements, purchase agreements, title status reports, and conveyance instruments is also required. These functions are performed for the purpose of rendering an opinion of Market Value or Market Rental Value of unimproved, Indian trust lands for real estate trust transactions such as: Gift Conveyance, Probate, Fee Patents, Permits, etc.

<i>Inputs</i>	Request for real estate consultation services, staff time, travel, supplies and materials
<i>Output</i>	Approved appraisal consultation/technical reports/responses completed
<i>Output Measure</i>	# of completed approved consultation reports or technical response
<i>Cost Driver</i>	Number of request for consultation services, ILCA market analysis consultation. Request for approval of trust transactions such as acquisition and disposal to support trust transactions on behalf of the beneficiaries in the management of trust assets
<i>System Interfaces</i>	LRIS, BIA Agency and Tribal Office tracking system, OAS Regional Appraisal Office Tracking System, MADS, IRMS, REMS, and TFAS
<i>Responsible Office</i>	Office of Appraisal Services

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1XAS – Conduct Appraisal Review

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Management of Land and Natural Resource Assets
<i>CTM Sub Process</i>	4.4 Appraisals
<i>DOI Code and Activity Title:</i>	1X - Provide Stewardship & Management of Trust Land & Natural Resources

Work Activity Definition:

Activity includes all costs associated with an Appraisal Review of an appraisal report prepared by a staff, tribal or contracted fee appraiser. The initial review consists of an examination of the contents of the report to ensure the market data supports the appraiser's value conclusion. The timeframe for an appraisal review depends on the complexity of the appraisal assignment.

Work activities may include: conducting an interview with the appraiser of record or other individuals associated with the development of the appraisal report; conduct research and data collections at courthouses, real estate offices, appraisal offices, and state and tribal offices. The research may entail gathering information on comparable sale/lease property regarding zoning ordinances, encumbrances, etc., and obtaining legal and physical data on subject property(s), (i.e., tribal resolutions, available utilities, etc.) An analysis of lease documents, right of way agreements, purchase agreements, title status reports, and conveyance instruments is also required. These functions are performed by State Certified General Appraiser for the purpose of rendering an opinion as to the quality of another appraiser's work, which encompasses the completeness, adequacy, relevance, appropriateness, and reasonableness of the work under review, developed in the context of the requirements applicable to that work. The Appraisal Review process also includes conducting interviews with property owners, real estate professionals, technical experts, and attorneys.

<i>Inputs</i>	Official request for appraisal review, salary, travel, training, contracting professional expert services (geologist, foresters, petroleum engineers, etc.), supplies and materials
<i>Output</i>	Written appraisal review report approved
<i>Output Measure</i>	# of written appraisal review reports approved
<i>Cost Driver</i>	Number of requests for appraisal reviews, ILCA appraisal reviews, request for approval of trust transactions such as acquisition and disposal to support trust transactions on behalf of the beneficiaries in the management of trust assets.
<i>System Interfaces</i>	LRIS, BIA agency and Tribal office tracking system, OAS Regional Appraisal Office tracking system, GIS, BIA Land Inventory Database, BIA Lease Database, TFAS, REMS, IRMS and BIA Ownership database
<i>Responsible Office</i>	Office of Appraisal Services

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U0AT - Prepare Work Tickets

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to the preparation of work tickets, review of work tickets, and validation of source documentation. Related activities include; prepare documentation for the establishment of a new account, reopening a closed account, updating an existing account, cash activities, or closing an account.

[Note: Should not include work ticket preparations performed by Field Operations.]

<i>Inputs</i>	Support documentation, account holder request, other government agency request, staff time, contractors, supplies and materials
<i>Output</i>	Accurate work ticket (paper or electronic) prepared
<i>Output Measure</i>	# of work tickets prepared
<i>Cost Driver</i>	Request from account holder, contractors, or other government entities
<i>System Interfaces</i>	TFAS, NX/A-17, Historical Query Database, OTFM Accounting Processing Control Log Database, and CSS
<i>Responsible Office</i>	Trust Services

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U0AU – Perform Pre-Quality Assurance for Account Maintenance

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with comparing work tickets (paper and electronic) to source document(s) to ensure the account establishment, update, or account closure is appropriate/valid. Also includes work on lock box exceptions.

<i>Inputs</i>	Staff time, travel, training, work tickets (paper and electronic) with associated source documents
<i>Output</i>	Package (transactions) encoded
<i>Output Measure</i>	# of encoding transactions
<i>Cost Driver</i>	Receipt of work ticket and source document
<i>System Interfaces</i>	TFAS, Historical Query, and CSS
<i>Responsible Office</i>	Trust Services

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U0AV – Perform Trust Account Encoding for Account Maintenance

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to data entry into the Trust Funds Accounting System (TFAS).

<i>Inputs</i>	Staff time, travel, training, work ticket with associated source documents
<i>Output</i>	Transactions posted
<i>Output Measure</i>	# of posted transactions
<i>Cost Driver</i>	A completed pre-quality assurance package
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

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U0AW – Perform Post Quality Assurance for Account Maintenance

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to ensuring account transactions are encoded accurately.

<i>Inputs</i>	Staff time, work tickets (paper and electronic) with associated source documents
<i>Output</i>	Transactions verified
<i>Output Measure</i>	# of verified transactions
<i>Cost Driver</i>	Receipt of work ticket and source document
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0AX – Receipt of Trust Funds

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with receipting of trust funds. Related work activities include; receiving and depositing checks or cash, and processing of MMS collection data.

<i>Inputs</i>	Checks, money orders, schedule of collections, MMS Form 2014, earnings on investments, SF-1081, staff time, supplies and materials
<i>Output</i>	MMS collection data deposited/processed (Timely deposits and amount of funds available for investment and disbursement)
<i>Output Measure</i>	# of deposits/processing of MMS collection data
<i>Cost Driver</i>	Receipt of income from Trust assets, Judgment awards, settlement funds, and funds received from other Federal agencies
<i>System Interfaces</i>	TFAS, IPAC, IRMS, LRIS, NX, Range Payout System, FFS, InfoPac reports, Cash-link, and CSS
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0AY - Perform Pre-Quality Assurance for Receipts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with comparing work tickets (paper and electronic) to the source document(s) to ensure accurate and timely receipt of the trust funds. Also includes work on lock box exceptions.

<i>Inputs</i>	Staff time, work tickets (paper and electronic) with associated source documents
<i>Output</i>	Package (transactions) encoded
<i>Output Measure</i>	# of encoding transactions
<i>Cost Driver</i>	Receipt of work ticket and source document
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0AZ - Perform Trust Account Encoding for Receipts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to data entry for receipts into TFAS.

<i>Inputs</i>	Staff time, work ticket (paper and electronic) with associated source documents
<i>Output</i>	Transactions posted
<i>Output Measure</i>	# of posted transactions
<i>Cost Driver</i>	A completed pre-quality assurance package
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BA – Perform Post Quality Assurance for Receipts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to ensuring receipt transactions are encoded accurately.

<i>Inputs</i>	Staff time, work ticket (paper and electronic) with associated source documents
<i>Output</i>	Transactions verified
<i>Output Measure</i>	# of verified transactions
<i>Cost Driver</i>	A completed transaction package
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BB - Perform Pre-Quality Assurance for Disbursements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with comparing work tickets (paper and electronic) to the source document(s) to ensure accurate and timely disbursements

<i>Inputs</i>	Staff time, work tickets (paper and electronic) with associated source documents
<i>Output</i>	Package (transactions) encoded
<i>Output Measure</i>	# of encoding transactions
<i>Cost Driver</i>	Receipt of work ticket and source document
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BC – Perform Trust Account Encoding for Disbursements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to data entry for disbursements into TFAS.

<i>Inputs</i>	Staff time, work ticket (paper and electronic) with associated source documents
<i>Output</i>	Transactions posted
<i>Output Measure</i>	# of posted transactions
<i>Cost Driver</i>	A completed pre-quality assurance package
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BD – Perform Post Quality Assurance for Disbursements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to ensuring disbursement transactions are encoded accurately.

<i>Inputs</i>	Staff time, travel, training, work ticket with associated source documents
<i>Output</i>	Transactions verified
<i>Output Measure</i>	# of verified transactions
<i>Cost Driver</i>	A completed transaction package ready for filing
<i>System Interfaces</i>	TFAS and Historical Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BE - Calculate Interest Requiring Use of Daily Distribution System for Disbursements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with calculating interest for disbursements made mid-month. Related activities include; verification, research deposit date, deposit amount, and interest distributed on those funds.

<i>Inputs</i>	Staff time, work tickets (paper and electronic) with associated source documents and contractor costs
<i>Output</i>	Interest earning calculated to date of withdrawals
<i>Output Measure</i>	# of interest earning calculations performed
<i>Cost Driver</i>	Requests for withdrawal
<i>System Interfaces</i>	TFAS, Daily Accounts Distribution System, NX System, Historical Trust Query
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BF - Oversee Distribution of Special Deposit Accounts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with contract oversight and administration related to the special deposit accounts (SDA) database application (SDA Pro). Related activities include; oversight in the disbursement of SDA, maintain special deposits database for management, and prepare information for quarterly report to the court.

<i>Inputs</i>	Staff time, contracts, travel, supplies and materials
<i>Output</i>	Receipts distributed
<i>Output Measure</i>	# of receipts and \$ amount distributed
<i>Cost Driver</i>	Number of Special Deposit Accounts, American Indian Trust Reform Act of 1994, BIA Memorandum - January 30, 2003, 'Special Deposit Account Policy and Procedures.'
<i>System Interfaces</i>	TFAS, SDA Pro, IRMS interface, MADS
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

U0BG – Reconcile Trust Financial Data with Outside Entities

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with the gathering and preparing of daily, weekly, and monthly reconciliations of trust financial data with the financial data held by outside entities such as Treasury and the asset custodian.

<i>Inputs</i>	Financial data, staff time, storage, supplies and materials
<i>Output</i>	Reconciliations performed/prepared (100% reconciliation of all financial data pertaining to Indian Trust residing with outside entities)
<i>Output Measure</i>	# of reconciliations performed/prepared
<i>Cost Driver</i>	Data availability, new accounting policies, and IT advancements
<i>System Interfaces</i>	Treasury database/reports (i.e., IPAC, Ca\$hlink, Goals II), custodial statements, TFAS, Stratavision, and ODR Database
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BH - Reconcile Internal Financial Data

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with the gathering and preparing of daily, weekly, and monthly reconciliations of trust financial data to control totals within TFAS.

<i>Inputs</i>	Financial data, labor, storage, supplies and materials.
<i>Output</i>	Transactions verified (accountability and correctness of trust financial data residing in TFAS)
<i>Output Measure</i>	# of transactions verified
<i>Cost Driver</i>	Data availability, new accounting policies, and IT advancements
<i>System Interfaces</i>	TFAS, Stratavision, and ODR Database
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BI — Security Selection and Execution for Investment

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.1 Fiduciary Fund Assets Management
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with the selection of securities to be purchased, broker interface, and execution of trade for tribal, IIM, and other trust fund portfolios. Costs associated with the structuring, managing, monitoring, and developing tribal, IIM, and other portfolios.

Also includes costs associated with training, seminars, and meetings that directly relate to the activity.

<i>Inputs</i>	Economic publications, staff time, contracts for investment system services
<i>Output</i>	Funds invested
<i>Output Measure</i>	# of transactions and \$ value of securities bought/sold
<i>Cost Driver</i>	25 USC 162A
<i>System Interfaces</i>	TFAS and Custodial System
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BJ - Provide Investment Consultation

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.1 Fiduciary Fund Assets Management
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with maintaining the beneficiary relationship that is necessary in structuring, managing, monitoring, and developing Tribal and other portfolios. Also includes costs associated with attending training, seminars, and meetings that directly relate to the work activity.

<i>Inputs</i>	Economic publications, staff time, travel, supplies and materials
<i>Output</i>	Investment portfolios developed/maintained
<i>Output Measure</i>	# of investment portfolios developed and maintained
<i>Cost Driver</i>	Public Law 103-412 (1994 Trust Reform Act, section 204)
<i>System Interfaces</i>	TFAS
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BK - Invest in Treasury Overnight

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.1 Fiduciary Fund Assets Management
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with the daily investment of IIM and tribal funds in a treasury "Overnighter," and with the distribution of interest trust balances to fund accounts.

<i>Inputs</i>	Staff time, TFAS sweep reports
<i>Output</i>	100% of trust funds invested
<i>Output Measure</i>	# of overnight investments
<i>Cost Driver</i>	Daily cash activity
<i>System Interfaces</i>	TFAS, Custodial System, and Electronic Certification System
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U0BL - Distribute IIM Pool

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.1 Fiduciary Fund Assets Management
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with calculating the interest factor for the IIM pool. Related work activities include; allocation of interest to the individual accounts and calculating average daily balance for individual accounts.

<i>Inputs</i>	Staff time, idle cash reports, supplies and materials
<i>Output</i>	Interface file of distributed earnings produced
<i>Output Measure</i>	# of interface files produced
<i>Cost Driver</i>	Assets held in IIM pool, accounting cycle
<i>System Interfaces</i>	TFAS, Custodial System, Electronic Certification System
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

62BM – Provide Managerial Reports

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.1 Accounting
<i>DOI Code and Activity Title:</i>	62 - Perform Financial Management Operations

Work Activity Definition:

Activity includes all costs associated with the gathering, preparing, maintenance, and/or reconciling of internal managerial/financial report data. These reports are prepared for management for making informed decisions regarding our fiduciary responsibilities to all account holders. This activity also includes designing and creating ad hoc non-regulatory reports for external customers upon request regarding overall fiduciary responsibilities.

<i>Inputs</i>	Financial data, labor, storage, supplies and materials
<i>Output</i>	Managerial financial reports prepared
<i>Output Measure</i>	# of managerial financial reports prepared timely and accurately
<i>Cost Driver</i>	Data availability, specialization of information required
<i>System Interfaces</i>	ODR Database
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

59BN — Reengineer Business Trust Processes

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the reengineering business process initiative including; business process redesign activities that include identifying and describing functions and records, procedures, controls, technology, systems and obligations for the new trust business processes; coordination and development of the Universal Support Functions that provide the environment for operation of the new trust business processes; implementation of the new trust business processes (includes developing implementation strategy, pilot projects, monitoring, and refinement); transformation activities include:

*Interactive communication to keep all participants and stakeholders informed; and

*Change Management required to introduce the new trust business processes across the entire DOI enterprise.

Inputs Staff time, travel, contractors, supplies and materials

Output N/A

Output Measure N/A

Cost Driver The American Indian Trust Fund Management Reform Act of 1994 and Comprehensive Trust Management Plan

System Interfaces

Responsible Office Trust Accountability

OST ABCM Data Definition FY2006

59BO – Analyze, Review Results, and Monitor Implementation of Corrective Actions

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.4 Risk Management
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with analyzing and monitoring the results of IG, GAO, and other reviews of trust asset management activities. Also includes; analysis of review results, track implementation of review recommendations, coordinate and monitor corrective actions taken on recommendations, purpose 'best practices' for trust performance improvement, and evaluate the results of trust risk management self assessments.

<i>Inputs</i>	Staff time, travel, contract costs, supplies and materials
<i>Output</i>	Corrective action plans implemented
<i>Output Measure</i>	# of corrective actions implemented
<i>Cost Driver</i>	American Indian Trust Reform Act (1994) and number of reviews completed department wide
<i>System Interfaces</i>	Trust Compliance Rating System and Microsoft applications
<i>Responsible Office</i>	Office of Trust Review & Audit

OST ABCM Data Definition FY2006

59BP – Maintain and Operate Trust Compliance Rating System

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.4 Risk Management
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the development, administration, and management of the Trust Compliance Rating System. Related activities include: identification, measurement, monitor, and control of risk; assessment of trust office's operating systems and internal controls; review of trust office compliance with applicable laws, regulations, and accepted standards of fiduciary conduct; and qualification of risks associated with managing and overseeing assets.

<i>Inputs</i>	Staff time, IT costs, travel, contract costs, supplies and materials
<i>Output</i>	Indian trust examinations completed
<i>Output Measure</i>	# of Indian trust examinations completed
<i>Cost Driver</i>	Number of offices to be reviewed/assessed
<i>System Interfaces</i>	All fiduciary Trust systems and Microsoft applications
<i>Responsible Office</i>	Office of Trust Review & Audit

OST ABCM Data Definition FY2006

59BQ – Analyze Results and Monitor Internal Controls and Risk Management

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.4 Risk Management
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the development and implementation of an internal control (FMFIA) and risk management program. In addition, includes costs to train and monitor for internal risk management programs and prepare/conduct follow-up from findings and reports.

<i>Inputs</i>	Staff time and travel
<i>Output</i>	Corrective action plans received
<i>Output Measure</i>	# of corrective action plans received
<i>Cost Driver</i>	Federal Manager Financial Integrity Act, Inspector General, General Accounting Office, and other independent audits
<i>System Interfaces</i>	Management Control Plan Application
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

59BR – Review Indian Trust Policies, Procedures, and Regulations (external)

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.2 Policies and Procedures
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the identification and assessment of trust policies, procedures, and regulations external to OST to ensure all phases of the trust business cycle are addressed, that they are integrated and consistent Department-wide, and written in a manner that is easy to understand. Activity includes costs associated with the interpretation of principles that guide the Department's trust operations and documenting the impact of external trust directives to OST operations.

Related activities include: records management, attending meetings, facilitating meetings, and research.

<i>Inputs</i>	Trust policies, procedures, regulations, staff time, travel, and supplies
<i>Output</i>	Policies, procedures and regulations reviewed and finalized
<i>Output Measure</i>	# of policies, procedures, and regulations reviewed/finalized
<i>Cost Driver</i>	Number of trust policies, procedures, and regulations, impacts from external offices
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

59BS – Review Indian Trust Policies, Procedures, and Regulations (internal)

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.2 Policies and Procedures
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the identification and assessment of trust policies, procedures, and regulations internal to OST to ensure all phases of the trust business cycle are addressed, that they are integrated and consistent with Department-wide policy, and written in a manner that is easy to understand. Activity includes costs associated with the interpretation of principles that guide the Department's trust operations.

Related activities include: document how internal policies, procedures, and regulations comply with trust standards, and records management; attending meetings; facilitating meetings; and research.

Inputs Trust policies, procedures, regulations, staff time, travel, and supplies

Output Policies, procedures, and regulations reviewed and finalized.

Output Measure # of policies, procedures, and regulations reviewed and finalized.

Cost Driver Number of trust policies, procedures, and regulations; coordination and communication with other Trust Offices

System Interfaces

Responsible Office Trust Accountability

OST ABCM Data Definition FY2006

59BT — Develop Internal Trust Policies, Procedures, and Regulations

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.2 Policies and Procedures
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the development of new or revisions of existing internal policies, procedures, regulations, and any other directives. Related activities include; research, analysis, compile findings, draft documents, resolve issues, track document development, revise and finalize documents, and obtain approvals. Also includes the development and maintenance of associated project plans, coordination, and communication with all affected trust offices.

Other costs include training, meetings, seminars, facilitating meetings and seminars, records management, and provide technical oversight of contractors.

<i>Inputs</i>	Trust policies, procedures, regulations, and other directives, staff time, travel, meetings, supplies, training contractors
<i>Output</i>	Policies, procedures, regulations and other guidance directives developed/revised
<i>Output Measure</i>	# of policies, procedures, regulations and other guidance directives developed/revised
<i>Cost Driver</i>	American Indian Trust Reform Act, Trust policies, procedures, and regulations. Coordination and communication with OST program offices
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

59BU – Publish and Disseminate Trust Policies, Procedures, and Regulations

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.2 Policies and Procedures
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with the dissemination and publication of trust policies, procedures, and regulations. Related activities include; prepare printing specifications, determine and prepare distribution, prepare electronic versions for publication on the Infonet, assemble packages for distribution which includes creation of CDs with consolidated publications, and maintain record of distribution including acknowledgement of receipt.

<i>Inputs</i>	Trust policies, procedures, regulations, staff time, travel, and supplies
<i>Output</i>	Publications completed
<i>Output Measure</i>	# of publications received and published.
<i>Cost Driver</i>	Number of trust policies, procedures, and regulations produced; number of recipients, and ability of contractor to produce publication within specified timeframe, personnel time and supplies.
<i>System Interfaces</i>	Infonet
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

59BV – Track DOI Trust Policies, Procedures, and Regulations

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.2 Policies and Procedures
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with monitoring the development, implementation, and when appropriate revisions of trust policies, procedures, and regulations Department-wide. Also includes the costs associated with correcting problems identified as a result of the assessment/evaluation. Related activities include: tracking document to completion, overcoming obstacles delaying the review, and preparing project work plans.

<i>Inputs</i>	Trust policies, procedures, regulations, staff time, travel, and supplies
<i>Output</i>	Tracking and monitoring reports generated
<i>Output Measure</i>	# of tracking and monitoring reports generated
<i>Cost Driver</i>	Number Trust policies, procedures, regulations in tracking system; number of trust policies, procedures, and regulations assessed/evaluated; and coordination and collaboration of reviewing parties/offices
<i>System Interfaces</i>	
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

54BW – Oversee Special Projects

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with the coordination of special project work not specifically identified in another work activity.

<i>Inputs</i>	Staff time, contractors, travel, IT costs, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	American Indian Trust Reform Act (1994)
<i>System Interfaces</i>	All fiduciary Trust systems
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

U4BX – Oversee the Probate Process

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Trust Ownership and Other Information
<i>CTM Sub Process</i>	3.2 Probate and Estate Administration
<i>DOI Code and Activity Title:</i>	U4 - Administer Probate on Indian Trust Estate

Work Activity Definition:

Activity includes all costs associated with the Office of the Special Trustee oversight, support, and assistance provided to the Department in reforming the probate process and eliminating the backlog of probate cases. Work activities include; oversight in resolving probate and estate administration effectively to meet asset management and beneficiary service requirements.

[Note: Direct activity cost with no measurable output.]

<i>Inputs</i>	Staff labor, travel, contract employees, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Oversight to probate reform initiatives
<i>System Interfaces</i>	Manual logs, TFAS, Histran, A-17, Stratavision, and CSS (Customer Strata Station)
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

U2BY – Verify the Accuracy of Trust Data

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Trust Ownership and Other Information
<i>CTM Sub Process</i>	3.3 Title, Realty, and Administration Information
<i>DOI Code and Activity Title:</i>	U2 - Determine Indian Trust Ownership

Work Activity Definition:

Activity includes all costs associated with the Data Quality and Integrity Project (DQ&I). Activities include; assessment of trust data in existing BIA/OST legacy systems, data clean up, trust data validation/correction, update of records, and development/implementation of data quality assurance procedures.

<i>Inputs</i>	Staff time, travel, contractors, and IT costs
<i>Output</i>	Trust data status (via variance reports) verified
<i>Output Measure</i>	# of trust data status verified
<i>Cost Driver</i>	Land ownership Fractionation, accuracy of trust data, document processing backlogs
<i>System Interfaces</i>	All fiduciary Trust systems
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

70BZ — Provide Cobell and Tribal Trust Litigation Support

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	70 - Process Litigation for Indian Trust

Work Activity Definition:

Activity includes all costs associated with research, document preparation, testimony, response to requests for information, preparation of legal briefs, preparation of quarterly report for the court, provide documents to the Justice Department, and maintain files of information provided. This activity includes the reading, printing, and filing of e-mail.

Inputs Staff time, document production, travel, postage fees, supplies and materials

Output Cases concluded

Output Measure # of cases concluded

Cost Driver Requests for information

System Interfaces N/A

Responsible Office Executive Direction

OST ABCM Data Definition FY2006

70CA – Provide Appraisal Services for Litigation Purposes

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	70 - Process Litigation for Indian Trust

Work Activity Definition:

Activity includes all costs associated with preparing and providing expert testimony in court for litigation purposes related to valuation of Indian Trust property.

The Discovery Period - consists of reviewing the opposing attorney's appraisal product. Provide expert assistance to the attorney during the deposition process and preparation of the expert witness's (Appraiser/Review Appraiser) appraisal/review report to be used in court. Testifying in court: This process is timely and can take years to conclude. Control of this activity is determined by the US Attorney in coordination with the Office of Appraisal Services Chief Appraiser.

<i>Inputs</i>	Official request for expert testimony or valuation, staff time, travel, training, contracting professional expert services (geologist, foresters, petroleum engineers, etc.), supplies and materials
<i>Output</i>	Cases concluded through oral or written valuation services (testimony)
<i>Output Measure</i>	# of cases concluded through oral or written testimony
<i>Cost Driver</i>	Official request to provide expert witness testimony or valuation on behalf of the United States government regarding litigation actions of the Department of Justice, DOI-Office of the Solicitor, Tribal court, etc.
<i>System Interfaces</i>	LRIS, BIA agency and Tribal office tracking system, OAS Regional Appraisal Office tracking system, GIS, BIA Land Inventory Database, BIA Lease Database, and TFAS, REMS, IRMS, BIA Ownership database
<i>Responsible Office</i>	Office of Appraisal Services

OST ABCM Data Definition FY2006

63CB – Process Requisitions (Procurement)

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	63 - Provide Procurement Services

Work Activity Definition:

Activity includes all costs associated with initiation, preparation, review, logging, and submission of requisitions. Also includes costs incurred by administration for the processing of requisitions for other offices and purchases that can not be direct charged to a specific program activity.

Also includes all activities associated with credit card purchases when the transactions cannot be charged back to a specific program activity. In addition, this activity includes costs for moving expenses internally and relocation.

<i>Inputs</i>	Staff time, document production, travel, postage fees, supplies and materials
<i>Output</i>	Requisitions processed
<i>Output Measure</i>	# of requisitions processed
<i>Cost Driver</i>	Request for goods and services
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Budget Finance & Admin

OST ABCM Data Definition FY2006

P1CC – Retrieve Trust Records

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.5 Records Management
<i>DOI Code and Activity Title:</i>	P1 - Manage and Preserve Trust Records

Work Activity Definition:

Activity includes all costs associated with establishing a trust records program, developing record retrieval policies and procedures, and informing customers of policies and procedures. Also includes costs of retrieving records for the purpose of responding to a research request.

<i>Inputs</i>	Staff time, printing costs, supplies and materials
<i>Output</i>	Records research requests processed
<i>Output Measure</i>	# of records research requests processed
<i>Cost Driver</i>	Cobell and Tribal litigation
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Trust Records

OST ABCM Data Definition FY2006

59CD – Evaluate the Trust Records Program

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.4 Risk Management
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with evaluating the application of record program at the agency and regional office level of BIA/OST. Also includes establishing evaluation teams, developing procedures, scheduling and conducting evaluations, reviewing evaluations, and implementing recommendations through corrective action plans.

<i>Inputs</i>	Staff time, travel, contract costs, shipping costs, equipment, supplies and materials
<i>Output</i>	Records management evaluations completed
<i>Output Measure</i>	# of records management evaluations completed
<i>Cost Driver</i>	Cobell litigation, American Indian Trust Reform Act, Federal Records Act, OMB Circular A-123, 36 CFR 1220-1236
<i>System Interfaces</i>	Microsoft Office Professional
<i>Responsible Office</i>	Office of Trust Review & Audit

OST ABCM Data Definition FY2006

P1CE – Safeguard Trust Records

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.5 Records Management
<i>DOI Code and Activity Title:</i>	P1 - Manage and Preserve Trust Records

Work Activity Definition:

Activity includes all costs associated with the establishment of the protocol to move records, eliminate existing disposition backlog at BIA locations, complete vital records plan, provide storage equipment for active records, assist OST in safeguarding financial trust records, protect records in jeopardy, develop and implement records preservation technology plan, improve security for existing OTR facilities, and consolidation of all records in OTR possession at a Federal Records Center (FRC).

<i>Inputs</i>	Staff time, contractors, travel, shipping, storage, equipment purchases, security and IT costs
<i>Output</i>	Disposition of inactive records (boxes) shipped to FRC/RC
<i>Output Measure</i>	# of boxes of inactive records sent to an FRC/RC for disposition
<i>Cost Driver</i>	Federal Records Act, American Indian Trust Reform Act (1994), Cobell litigation, 36 CFR Part 1220-1228
<i>System Interfaces</i>	
<i>Responsible Office</i>	Office of Trust Records

OST ABCM Data Definition FY2006

P1CF – Store Trust Records

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.5 Records Management
<i>DOI Code and Activity Title:</i>	P1 - Manage and Preserve Trust Records

Work Activity Definition:

Activity includes all costs associated with preparing trust records in accordance with NARA approved schedules, developing an inventory, and SF-135 identifying approval record schedule disposition.

Activity also includes Trust Services costs related to ensuring all account transaction batches are accounted for.

<i>Inputs</i>	Staff time, storage, equipment, supplies and materials
<i>Output</i>	Trust record boxes indexed
<i>Output Measure</i>	# of boxes of records indexed
<i>Cost Driver</i>	Number of batches processed and American Indian Trust Reform Act (1994)
<i>System Interfaces</i>	
<i>Responsible Office</i>	Office of Trust Records

OST ABCM Data Definition FY2006

68CG – Manage Activity Based Cost Management (ABC/M) Program

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	68 - Provide Central Leadership

Work Activity Definition:

Activity includes all costs associated with the creation, modification and maintenance of activities for OST; to ensure that the ABC/M definition set accurately represents the work and that there is consistency in establishing activity and output definitions.

Includes costs associated with the modification, administration, and maintenance of the Department's ABC/M program, linkages between the DOI ABC/M activity definition set and the DOI Strategic Plan intermediate and end-outcome goals, and ensuring that the DOI ABC/M activity definition set accurately represents the Department's work.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Department of the Interior initiative
<i>System Interfaces</i>	FPPS, FFS, Quicktime Time and Attendance, MS Office Professional
<i>Responsible Office</i>	Office of Budget Finance & Admin

OST ABCM Data Definition FY2006

80CH — Plan and Develop TFAS System Enhancements

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	80 - Plan IT Investments

Work Activity Definition:

Activity includes all costs associated with TFAS; conducting needs assessment, project planning, management, and budgeting; coordination with users; evaluating user requirements to determine changes; determining project feasibility; evaluations of hardware and software options and methods; determining organizational impacts; performing life cycle costs and planning; purchasing of development platform; development of software application and incremental reviews; and creating system and user documentation.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

80CI — Plan and Develop OST General Support System Enhancements

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	80 - Plan IT Investments

Work Activity Definition:

Activity includes all costs associated with the OST General Support System (GSS) enhancements. Related costs include; conducting needs assessment, project planning, management, and budgeting; coordination with users; evaluating user requirements to determine changes; determining project feasibility; evaluations of hardware and software options and methods; determining organizational impacts; performing life cycle costs and planning; purchasing of development platform; development of software application and incremental reviews; and creating system and user documentation.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, maintenance contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	User requirements, regulatory standards/mandates
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

80CJ — Plan and Develop Comprehensive Trust Management Plan Functions

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	80 - Plan IT Investments

Work Activity Definition:

Activity includes all costs associated with plan and development of Comprehensive Trust Management Plan Functions for the 'To-Be' process reengineering. Related costs include; conducting needs assessment, project planning, management, and budgeting; coordination with users; evaluating user requirements to determine changes; determining project feasibility; evaluations of hardware and software options and methods; determining organizational impacts; performing life cycle costs and planning; purchasing of development platform; development of software application and incremental reviews; and creating system and user documentation.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions

<i>Inputs</i>	Staff time, contract, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements as a result of the "To-Be" reengineering business process
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

80CK – Plan and Develop Infrastructure Modernization

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	80 - Plan IT Investments

Work Activity Definition:

Activity includes all costs associated with providing architecture support to the Department, OST organization, and all other efforts that can not be direct charged to another program activity. Related costs includes; conducting needs assessment, project planning, management, and budgeting; coordination with users; evaluating user requirements to determine changes; determining project feasibility; evaluations of hardware and software options and methods; determining organizational impacts; performing life cycle costs and planning; purchasing of development platform; development of software application and incremental reviews; creating system and user documentation.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CL — Development/Management of Voice Telecommunications

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with the development and management of voice telecommunications. This work activity is used when: providing policy and guidance, oversight, and internal/external agency coordination; analysis for capacity planning, customer support, monitoring, and network security; establishing priorities, scheduling of workloads to include maintenance, upgrades to systems, and deployment of new systems; radio frequency planning, reviews, and coordination; billing analysis of communications services; and reviewing for fraud and abuse.

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CM — Development/Management of Data Telecommunications

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with the development and management of data telecommunications. This work activity is used when; providing policy and guidance, oversight, and internal/external agency coordination; analysis for capacity planning, customer support, monitoring, and network security; establishing priorities, scheduling of workloads to include maintenance, upgrades to systems, and deployment of new systems; radio frequency planning, reviews, and coordination; billing analysis of communications services; and reviewing for fraud and abuse.

<i>Inputs</i>	Staff time, maintenance contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	User requirements, regulatory standards/mandates
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CN – Operations/Maintenance of TFAS

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with TFAS when providing IT systems operation and maintenance. Related costs include providing application system support services and maintenance; customer support and services (Help Desk, Test Lab, or similar); develop/coordinate application and systems requirements; plan/conduct functional applications test and deployment; maintain systems and applications; system backups and database backups; evaluate change requests, determining costs and prioritizing system change requests; monitoring systems, tuning for efficiency; and COTR and contract functions.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CO - Operations/Maintenance of OST General Support System

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with the OST general support system IT operations and maintenance. Related costs include providing application system support services and maintenance; customer support and services (Help Desk, Test Lab, or similar); develop/coordinate application and systems requirements; plan/conduct functional applications test and deployment; maintain systems and applications; system backups and database backups; evaluate change requests, determining costs and prioritizing system change requests; monitoring systems, tuning for efficiency; and COTR and contract functions.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, maintenance contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	User requirements, regulatory standards/mandates
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CP – Operations/Maintenance of Comprehensive Trust Management Plan Functions

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with the IT operations and maintenance costs for the Comprehensive Trust Management Plan (CTM) functions. Related costs include providing application system support services and maintenance; customer support and services (Help Desk, Test Lab, or similar); develop/coordinate application and systems requirements; plan/conduct functional applications test and deployment; maintain systems and applications; system backups and database backups; evaluate change requests, determining costs and prioritizing system change requests; monitoring systems, tuning for efficiency; and COTR and contract functions.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, contract, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	User requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CQ - Operations/Maintenance of Infrastructure Modernization

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with providing architecture support to the Department, OST organization, and all other efforts that can not be traced directly to a program activity. IT Operations and Maintenance is used when providing IT systems operation and maintenance. Related costs include providing application system support services and maintenance; customer support and services (Help Desk, Test Lab, or similar); develop/coordinate application and systems requirements; plan/conduct functional applications test and deployment; maintain systems and applications; system backups and database backups; evaluate change requests, determining costs and prioritizing system change requests; monitoring systems, tuning for efficiency; and COTR and contract functions.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	System user requirements
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CR - Ensure IT Security for TFAS

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with IT Security for TFAS in managing all aspects of Information Technology (IT) Security which includes: administrative, personnel, technical, physical, and telecommunications. Managing the IT security program, establishing policy, providing guidance, oversight, coordinating with outside agencies, reviewing and evaluating IT security and contingency plans, providing training and assistance, and evaluating IT security practices and operations. Related cost include administering Bureau/field offices' IT security program(s); IT security budget planning; program planning (policy, guidance, and maintenance); develop or review IT security plans for General Support Systems (GSS).

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Compliance with OMB A-130 appendix iii
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CS - Ensure IT Security for OST General Support System

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with the IT Security for OST general support systems. This work activity includes costs associated with managing all aspects of Information Technology (IT) Security which includes: administrative, personnel, technical, physical, and telecommunications. This work activity is also used to perform the IT security for the Bureau and field offices' activities, including managing the IT security program, establishing policy, providing guidance, oversight, coordinating with outside agencies, reviewing and evaluating IT security and contingency plans, providing training and assistance, and evaluating IT security practices and operations. Related cost include develop or review IT security plans for OST General Support Systems (GSS) Major application and systems containing sensitive data; assisting in and approving the development of contingency plans for GSS, Major applications and systems containing sensitive data; providing on an ongoing basis, IT security awareness training for management, technical and user staff; re-certifying GSSs, Major Applications and systems containing sensitive data every 3 years; providing technical assistance to installation management on IT security requirements; coordinating all activities designed to protect an IT installation or any other technical system.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, maintenance contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Compliance with OMB A-130 appendix iii
<i>System Interfaces</i>	
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CT - Ensure IT Security for Comprehensive Trust Management Plan

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with IT Security for the Comprehensive Trust Management Plan (CTM). This work activity includes costs associated with managing all aspects of Information Technology (IT) Security which includes: administrative, personnel, technical, physical, and telecommunications. This work activity is also used to perform the IT security for the Bureau and field offices' activities, including managing the IT security program, establishing policy, providing guidance, oversight, coordinating with outside agencies, reviewing and evaluating IT security and contingency plans, providing training and assistance, and evaluating IT security practices and operations. Related cost include; IT security budget planning; program planning (policy, guidance, and maintenance); develop or review IT security plans for CTM; assisting in and approving the development of contingency plans for systems on an ongoing basis, IT security awareness training for management, technical and user staff; re-certifying CTM Support Functions; providing technical assistance to installation management on IT security requirements; coordinating all activities designed to protect an IT installation or any other technical system.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

Inputs Staff time, contract, travel

Output N/A

Output Measure N/A

Cost Driver Compliance with OMB A-130 appendix iii

System Interfaces

Responsible Office Office of Chief Information Officer

OST ABCM Data Definition FY2006

82CU – Ensure IT Security for Infrastructure Modernization

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	82 - Operate, Maintain and Manage IT Investments

Work Activity Definition:

Activity includes all costs associated with providing architecture support to the Department, OST organization, and all other efforts that can not be traced to a direct program activity. This work activity includes costs associated with managing all aspects of Information Technology (IT) Security which includes: administrative, personnel, technical, physical, and telecommunications. This work activity is also used to perform the IT security for the Bureau and field offices' activities, including managing the IT security program, establishing policy, providing guidance, oversight, coordinating with outside agencies, reviewing and evaluating IT security and contingency plans, providing training and assistance, and evaluating IT security practices and operations. Related cost include administering Bureau/field offices' IT security program(s); IT security budget planning; program planning (policy, guidance, and maintenance); develop or review IT security plans for General Support Systems (GSS) Major application and systems containing sensitive data; assisting in and approving the development of contingency plans for GSS, Major applications and systems containing sensitive data; providing on an ongoing basis, IT security awareness training for management, technical and user staff; re-certifying GSSs, Major Applications and systems containing sensitive data every 3 years; providing technical assistance to installation management on IT security requirements; and coordinating all activities designed to protect an IT installation or any other technical system.

This work activity includes the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

<i>Inputs</i>	Staff time, contracts, travel
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Compliance with OMB A-130 appendix iii
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Office of Chief Information Officer

OST ABCM Data Definition FY2006

U0CV – Prepare Regulatory Financial Reports

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs associated with gathering, preparing, and reconciling of report data required by various entities within the Federal Government. This activity includes check issue reporting, transactional and general ledger reporting to Treasury, OMB, and DOI as well as any ad hoc reporting necessary to meet the mission/goals of the Department or other Federal agencies.

<i>Inputs</i>	Financial data, labor, storage, supplies and materials
<i>Output</i>	Required and requested financial reports produced
<i>Output Measure</i>	# of required/requested financial reports produced timely and accurately
<i>Cost Driver</i>	Data availability, new regulations and IT advancement
<i>System Interfaces</i>	Treasury's Government Wide Accounting (GWA) will eventually require daily uploads of financial data, TFAS and ODR Database
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

73CW – Prepare Financial Statements

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.1 Accounting
<i>DOI Code and Activity Title:</i>	73 - Prepare Financial Management Reports

Work Activity Definition:

Activity includes all costs associated with the gathering, preparing, and reconciling of internal interim and external annual financial statement data which are fully audited by an external auditing firm.

Activity also includes all tasks to prepare reports for entities external to the bureaus, such as the Annual Performance and Accountability Report, submissions to the Department, FACTS II and the Statement of Accountability and/or Statement of Transactions (SF-224 or SF-1219/1220).

<i>Inputs</i>	Financial data, labor, storage, supplies and materials
<i>Output</i>	Interim financial statements and annual audited financial statements produced
<i>Output Measure</i>	# of interim financial statements and annual audited financial statements produced
<i>Cost Driver</i>	Data availability, new accounting policies, and IT advancements
<i>System Interfaces</i>	TFAS and ODR database
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

U4CX – Distribute Probate

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Trust Ownership and Other Information
<i>CTM Sub Process</i>	3.2 Probate and Estate Administration
<i>DOI Code and Activity Title:</i>	U4 - Administer Probate on Indian Trust Estate

Work Activity Definition:

Activity includes all costs associated with the preparation of Journal Vouchers, work tickets, review of work tickets, and validation of source documentation. Related work activities include; prepare and review documentation for establishment of new accounts, reopening closed accounts, updating an existing account, cash activities, and closing an account.

<i>Inputs</i>	Accurate supporting documentation, accountholder request, other governmental agency request, staff time, contractors, supplies and material
<i>Output</i>	Closure of estates (probates) processed
<i>Output Measure</i>	# of estate closed (probates processed)
<i>Cost Driver</i>	Request from heirs, contractors, governmental agencies and creditors.
<i>System Interfaces</i>	TFAS, NX/A-17, Historical Query Database, OTFM Accounting Processing Control Log Database, CSS
<i>Responsible Office</i>	Trust Services

OST ABCM Data Definition FY2006

60CY – Perform Budget Duties

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	60 - Perform Budget Duties

Work Activity Definition:

Activities includes all costs associated with budget development, formulation and execution that support the organization as a whole. Tasks include analysis, preparation, submission, justification, and monitoring of budget data.

[Note: Excluded are budget activities that can be charged to specific program related goals. An example of program related budgeting is the cost of a program leader, administrative assistant, or branch chief developing a recreation budget.]

Inputs Staff time, document production, travel, postage fees, supplies and materials

Output N/A

Output Measure N/A

Cost Driver Workload requirements, external requirements (DOI, OMB, Congress).

System Interfaces

Responsible Office Department of the Interior

OST ABCM Data Definition FY2006

61CZ — Support Human Resources Activities

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.7 Human Resources
<i>DOI Code and Activity Title:</i>	61 - Support Human Resources Activities

Work Activity Definition:

Activity includes all costs associated with developing and implementing policies and procedures and providing guidance. This includes some overarching operations such as job fairs, and providing personnel services to bureau and department employees and supervisors. This activity does not include human resource processing activities for specific programs, such as developing job descriptions, developing employee documents (e.g., SF-50s, retirement paperwork, health benefit forms, retention registers, etc., for employees in the field) that should be charged to specific programs.

Inputs

Output N/A

Output Measure N/A

Cost Driver Workload requirements, external requirements (DOI, OMB, OPM)

System Interfaces

Responsible Office Department of the Interior

OST ABCM Data Definition FY2006

62DA — Perform Financial Management Operations

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.1 Accounting
<i>DOI Code and Activity Title:</i>	62 - Perform Financial Management Operations

Work Activity Definition:

Activity includes all costs associated with financial activities that support the organization as a whole such as paying bills, collecting receivables, compiling and analyzing financial data, preparing internal (bureau) reports, maintaining general ledger, and planning, development, implementing and maintaining accounting and mixed financial systems.

Inputs Staff time, document production, travel, postage fees, supplies and materials

Output N/A

Output Measure N/A

Cost Driver Workload requirements, external requirements (DOI, OMB, Congress)

System Interfaces

Responsible Office Department of the Interior

OST ABCM Data Definition FY2006

63DB — Provide Procurement Services

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	63 - Provide Procurement Services

Work Activity Definition:

Activity includes all costs associated with labor, operations and administration of acquisition and procurement functions, administration of acquisition systems (such as IDEAs) and purchase card programs that support the organization as a whole.

[Note: Excludes charges that can be readily identified to a specific program.]

<i>Inputs</i>	Staff time, document production, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	
<i>System Interfaces</i>	
<i>Responsible Office</i>	Department of the Interior

OST ABCM Data Definition FY2006

81DC – Manage Financial and Business Management System (FBMS)

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	81 - Acquire IT Investments

Work Activity Definition:

Activity includes all costs associated with the implementation, administration, and maintenance of the Financial and Business Management System (FBMS) to support OST with system integration of multiple critical business functions, including core financial, acquisition personal property/fleet management, travel, budget, financial assistance, real property, and enterprise management information.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Department of the Interior Initiative
<i>System Interfaces</i>	FFS, Quicktime Time and Attendance, FPPS
<i>Responsible Office</i>	Office of Budget Finance & Admin

OST ABCM Data Definition FY2006

64DD – Provide Facilities and Space Management Services

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	64 - Provide Facilities and Space Management Services

Work Activity Definition:

Activity includes all costs associated with rent, utilities, security, and facility & grounds maintenance that cannot be charged to a mission-related goal. Includes real property and space management. This does not include the labor changes when these functions are performed internally.

Inputs Staff time, document production, travel, postage fees, supplies and materials

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Department of the Interior

OST ABCM Data Definition FY2006

66DE — Provide Other Management Support Services

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	66 - Provide Other Management Support Services

Work Activity Definition:

Activity includes all costs associated with OST's in-house labor and operations costs of safety awareness programs (administered by Safety Officer), health units, Employee Assistance Programs, personal property, moving services, vehicle fleet management, etc., that cannot be charged to a mission-related goal. This activity does not include real property (facilities and space management) activities.

<i>Inputs</i>	Staff time, document production, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	
<i>System Interfaces</i>	
<i>Responsible Office</i>	Department of the Interior

OST ABCM Data Definition FY2006

67DF — Perform Planning

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.8 Performance Measures
<i>DOI Code and Activity Title:</i>	67 - Perform Planning

Work Activity Definition:

Activity includes all costs associated with strategic planning, performance planning measurement and reporting, workforce planning, organizational development, evaluations, and management analysis for the organization as a whole. Includes supervision, management, and general administrative support of these functions.

[Note: Excluded from this are planning activities that can be charged to specific program related goals.]

<i>Inputs</i>	Staff time, document production, travel, postage fees, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Workload requirements, external requirements (DOI, OMB, Congress)
<i>System Interfaces</i>	
<i>Responsible Office</i>	Department of the Interior

OST ABCM Data Definition FY2006

68DG - Provide Central Leadership

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	68 - Provide Central Leadership

Work Activity Definition:

Activity includes all costs of the executive managers (executive and senior executives' immediate offices), when labor and other office costs cannot be directly charged to a program activity.

Includes costs associated with the administration and implementation of the Department's Activity Based Cost Management (ABC/M) Program.

Inputs Staff time, document production, travel, postage fees, supplies and materials

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Department of the Interior

OST ABCM Data Definition FY2006

81DH – Acquire IT Investment

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	81 - Acquire IT Investments

Work Activity Definition:

Activity includes all costs associated with reporting on an IT investment's full acquisition. Related costs include the procurement and implementation of an IT investment or useful segment/module. Reporting for this activity occurs after initial planning activities are complete, bureau and DOI Capital Planning and Investment Control (CPIC) processes select and approve the proposed technical approach, project (investment) plans and establishes the baseline cost, schedule and performance goals for this phase of an IT investment and before systems are accepted for operation and maintenance.

Reporting under this activity correlates to the acquisition component of the IT investment Development/ Modernization/Enhancement reporting for individual investments, systems, or projects planned in the Exhibit 300 and parts 1, 2 or 4 of the Exhibit 53 and the Control and Evaluation Phases of the Capital Planning and Investment Control Process. Use Acquire IT Investments for:

- Integrated Project Team (IPT) costs directly related to acquisition, development, and installation of this investment
- Finalizing the Cost Benefit analysis (CBA/BCA) initially reported under Plan IT Investments (DOI Work Activity 80)
- Detailed technical user requirements analysis and logical and physical design activities
- Development of a software application and incremental reviews
- User acceptance, functionality, and interoperability testing
- Developing implementation procedures
- Creating and distributing system and user documentation
- Purchasing and installing needed hardware, software, supplies and services including upgrades and enhancements
- Developing and testing training procedures
- Installing hardware and software needed to implement system
- Planning, coordinating, scheduling, and conducting initial training of users, administrators, customers, and stakeholders for operation, use and maintenance
- Data conversion into new systems

This work activity includes the Integrated Project Team (IPT) FTE, both government and contractor personnel performing work in this activity, and the supervision and management of these functions, administrative training and meetings for employees performing these functions, and general administrative support staff typically doing local office support for employees performing these functions.

This work activity is NOT to be used to report CPIC or project management program costs that are to be reported under work activity 85 – Perform Capital Planning and Project Management. Do not use this program element for costs planned in part 3 of the Exhibit 53.

All aspects of acquisition for IT Security are to be reported under work activity 83 - Secure IT.

Inputs

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Office of Chief Information Officer

OST ABCM Data Definition FY2006

68DI — Manage Quicktime Time and Attendance System

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	68 - Provide Central Leadership

Work Activity Definition:

Activity includes all costs associated with the implementation, administration, and maintenance of the Quicktime Time and Attendance System that will enable OST employees to record their own work hours each pay period. Also includes costs to maintain passwords, assign roles, establish master accounts, establish system configuration, and employees, and transmit payroll.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Department of the Interior initiative
<i>System Interfaces</i>	FPPS, FFS, FBMS, MS Office Professional
<i>Responsible Office</i>	Office of Budget Finance & Admin

OST ABCM Data Definition FY2006

54DJ – Manage Workforce Planning

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Multi
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with a systematic assessment of future workforce needs and the determination of strategies and actions required to meet those needs through a planning process involving evaluation, assessment, planning and implementation to develop and maintain an OST five-year workforce plan for the organization.

Activities includes costs associated with identifying the resources, workforce competencies, and human capital programs needed to accomplish their missions and goals over the next five years.

In addition, includes costs associated with integrating OST's five-year workforce plan into the Department's larger workforce planning implementation.

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Department of the Interior initiative
<i>System Interfaces</i>	MS Office Professional, FFS, FBMS, FPPS, Quicktime Time and Attendance
<i>Responsible Office</i>	Office of Budget Finance & Admin

OST ABCM Data Definition FY2006

59DK – Receive Trust Training

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.6 DOI Trust Organization
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with employees receiving Trust training in direct support of fiduciary trust fund activities and trust reform initiatives to ensure proper accreditation of staff in all professional series and/or accreditation required for the performance of specific duty and responsibility to understand and mitigate risk.

<i>Inputs</i>	Staff labor, travel, supplies and materials
<i>Output</i>	Course hours and/or accreditation completed
<i>Output Measure</i>	# of course hours and/or accreditation completed
<i>Cost Driver</i>	Improvement of core competency skills; number of course hours, registration costs, location, and number of days required.
<i>System Interfaces</i>	FFS, FPPS, FBMS, MS Office Suite, and all Trust systems.
<i>Responsible Office</i>	Trust Accountability

OST ABCM Data Definition FY2006

83DL — Protect IT Assets

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	83 - Protect IT Assets

Work Activity Definition:

Activity includes all costs associated with performing work to achieve and maintain compliance with OMB security policies and NIST guidance, including compliance with the Federal Information Security Management Act, including all IT security program costs and costs for securing individual IT systems, applications, and infrastructure. This work activity should be used to capture all IT security costs including planning, acquisition, and operation and maintenance of IT investments.

Reporting under this activity includes security costs reported on the OMB exhibits 53 and 300 for individual investments and the establishment and operation of an IT security program and office. Use Secure IT for:

- Establishment and operation of an IT security program and functions
- Creation and enforcement of IT Security policy and procedures
- Establishment and maintenance of a Certification and Accreditation program
- Plans of Actions and Milestones (POA&M) assessment, monitoring, analysis and evaluation, reporting, corrective action planning and execution
- IT security training and awareness
- Determining organizational impacts of Cyber Security policy, guidance, implementation and operation
- IT Security activities performed throughout the life cycle of IT investments (planning, acquisition, and operations and maintenance) including identifying and implementing additional security controls for systems that promote or permit public access, other externally accessible systems, and those that are interconnected with systems over which program officials have little or no control
- Ongoing IT security monitoring and testing
- Performing IT security life cycle cost analysis and planning
- Assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative IT security postures
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for the IT security program
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for securing any individual IT investment or system
- Risk education and assessment
- Vulnerability education and assessment
- Security controls and authentication tools

Secure IT includes supervision and management of IT security functions, and general administrative support staff for the local office.

Inputs

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Office of Chief Information Officer

OST ABCM Data Definition FY2006

84DM - Administer Data Resources

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	84 - Administer Data Resources

Work Activity Definition:

Activity includes all costs associated with reporting all work for developing, coordinating, and implementing policies, standards, guidelines, reporting, and providing related technical assistance for enterprise architecture.

Tasks required to develop, manage and utilize the architecture are reported under this activity, including monitoring and reporting of business data and processes. This activity includes all Interior Enterprise Architecture (IEA) and bureau architecture team work including creation and maintenance of target architectures and modernization blueprints that are not attributable to individual IT projects or investments.

Manage IT Architecture includes management of the program, including direct and indirect periodic or continuing costs of operation, maintenance, and management of the architecture and all related artifacts and processes. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3. IT Architecture and Planning. Use Manage IT Architecture for:

- Establishment and operation of IT architecture program functions or offices
- Conducting any functions directly related to operation of architecture tools, e.g. Department Enterprise Architecture Repository (DEAR) and Bureau Enterprise Architecture Repository (BEAR), including data capture and maintenance
- Capture and maintenance of IT architecture artifacts, business information metadata and information on technology used by the business
- Capture, analysis and maintenance of business processes
- Developing, implementing, or providing oversight of policies and procedures for
 - oLifecycle management of data
 - oSetting standards for consistency, accuracy, reliability and timeliness of data
 - oStorage, scheduling and maintenance of data
 - oDatabase design and performance
- Data modeling, synchronization for all data structure changes, migration, and interoperability
- Planning, coordinating, scheduling, or conducting recurring training for IT architecture
- Creation and maintenance of target architectures and modernization blueprints
- Preparation for, participation in, and operation of architecture teams or other teams when working on IT architecture matters
- Conducting architecture analysis and compliance, including automation studies and assessments when upgrading and installing new software/hardware and its related business processes

This work activity is NOT to be used to report architecture costs for individual IT investments or projects, which are to be reported under work activity 80 - Plan IT Investments, work activity 81 - Acquire IT Investments, or work activity 82 - Operate and Maintain IT Investments.

Implementation of modernization blueprints, and development of solution architecture artifacts for individual IT assets are to be captured under work activity 81 - Acquire IT Investments (81).

Inputs

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Office of Chief Information Officer

OST ABCM Data Definition FY2006

T7DN - Locate Account Holder Address Information

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.3 Beneficiary Communications
<i>DOI Code and Activity Title:</i>	T7 - Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with locating a valid address for account holder. Related activities include; research, communication with accountholders and other federal agencies, track and report statically information, provide the court quarterly update, and coordinate contractor activities.

Inputs

Output Accounts updated

Output Measure # of accounts updated

Cost Driver

System Interfaces

Responsible Office Trust Accountability

OST ABCM Data Definition FY2006

59DO - Administer Records Management

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.5 Records Management
<i>DOI Code and Activity Title:</i>	59 - Provide Oversight on Indian Trust

Work Activity Definition:

Activity includes all costs associated with implementing or bringing into compliance a local records management program with requirements as adopted/established by the Office of Trust Records.

<i>Inputs</i>	Staff time, storage, equipment, supplies and materials.
<i>Output</i>	Records management corrective action plans implemented
<i>Output Measure</i>	# of records management corrective action plans implemented
<i>Cost Driver</i>	Federal Records Act, American Indian Trust Fund Management Reform Act (1994), OMB Circular A-123, Cobell and tribal litigation, Indian Affairs Records Management Manual.
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

54DP — Receive Non-Trust / Administrative Training

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6A.3 Business Practices
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with employees receiving training not in direct support of fiduciary trust fund activities and trust reform initiatives and, which seeks to enhance non-managerial functions providing general support to respective offices/programs as a whole.

<i>Inputs</i>	Staff labor, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Improvement/maintenance of core competency skills; number of course hours, registration costs, location and number of days required.
<i>System Interfaces</i>	FFS, FPPS, FBMS, MS Office Suite and other Non-Trust systems.
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

U0DQ - Prepare/Process Disbursements

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to the preparation and processing of tribal and IIM disbursements.

<i>Inputs</i>	Support documentation, (account holder or third party request), staff time, supplies and materials.
<i>Output</i>	Hard check and/or ACH disbursed
<i>Output Measure</i>	# of disbursements processed
<i>Cost Driver</i>	Beneficiary requests/needs
<i>System Interfaces</i>	TFAS, NX/A-17, Historical Query Database, OTFM Accounting Processing Control Log Database, and CSS
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

U0DR – Prepare/Process Routine File Maintenance (RFM)

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to the preparation and processing of Tribal and IIM Routine File Maintenance transactions.

<i>Inputs</i>	Support documentation, (account holder or third party information), staff time, supplies and materials.
<i>Output</i>	Account maintenance changes (RFMs) processed
<i>Output Measure</i>	# of RFMs processed
<i>Cost Driver</i>	Beneficiary requests/needs
<i>System Interfaces</i>	TFAS, NX/A-17, Historical Query Database, OTFM Accounting Processing Control Log Database and CSS.
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

U0DS - Perform Clearing of Suspense Accounts

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	U0 - Provide Trust Financial Management Services

Work Activity Definition:

Activity includes all costs that pertain to clearing out suspense accounts.

<i>Inputs</i>	Support documentation, staff time, supplies and materials.
<i>Output</i>	(Re)Distribution of suspense dollars processed
<i>Output Measure</i>	# of re-distributions processed.
<i>Cost Driver</i>	Beneficiary needs
<i>System Interfaces</i>	TFAS, NX/A-17, Historical Query Database, OTFM Accounting Processing Control Log Database and CSS.
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

54DT – Perform Tribal Account Management

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	5.2 Collection, Disbursement, and Accounting of Funds
<i>DOI Code and Activity Title:</i>	54 - Manage the Fulfillment of Indian Trust Responsibilities

Work Activity Definition:

Activity includes all costs associated with the general management of tribal trust fund accounts. This activity includes reviewing and researching Public Laws, Use and Distribution Plans, origins of funds, communicating and interacting with Indian tribal entities and monitoring their budget and cash flows.

[Note: This activity does not include "Prepare/Process Disbursement", "Prepare/Process RFM's" or "Provide Beneficiary Services" activities.]

<i>Inputs</i>	Staff time, travel, supplies and materials
<i>Output</i>	N/A
<i>Output Measure</i>	N/A
<i>Cost Driver</i>	Federal Records Act, American Indian Trust Fund Management Reform Act (1994), OMB Circular A-123, Cobell and tribal litigation and Indian Affairs Records Management Manual.
<i>System Interfaces</i>	N/A
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

T7DU - Provide Beneficiary Service - Researching Request

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.2 Beneficiary Services
<i>DOI Code and Activity Title:</i>	Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with researching requests. Activity also includes the creation and maintenance of records related to researching requests.

[Note: Does not include activities related to preparation of work tickets, review of work tickets, validation of source documentation and encoding.]

<i>Inputs</i>	Request received (telephone, fax, letter, email or walk-in), staff time, travel, duplication costs, supplies and materials
<i>Output</i>	Requests researched
<i>Output Measure</i>	# of research requested completed
<i>Cost Driver</i>	Number of Beneficiary requests for a trust service and/or information
<i>System Interfaces</i>	All fiduciary trust systems
<i>Responsible Office</i>	Field Operations

OST ABCM Data Definition FY2006

T7DV - Provide Beneficiary Service - Responding to Request

<i>Program Area</i>	Indian Trust Fulfillment
<i>End Outcome Goal</i>	SEO.3 - Fulfill Indian Fiduciary Trust Responsibilities
<i>Intermediate Outcome Strategy</i>	Improve Indian Fiduciary Trust Beneficiary Services
<i>CTM Sub Process</i>	1.2 Beneficiary Services
<i>DOI Code and Activity Title:</i>	Provide Beneficiary Trust Representation Services

Work Activity Definition:

Activity includes all costs associated with formulating and issuing a response and documenting resolution of the request into the Service Center tracking system. Activity also includes creation and maintenance of records related to researching request.

[Note: Does not include activities related to preparation of work tickets, review of work tickets, validation of source documentation and encoding.]

<i>Inputs</i>	Request received (telephone, fax, letter, email or walk-in), staff time, travel, duplication costs, supplies and materials
<i>Output</i>	Requests responded to
<i>Output Measure</i>	# of requests responded to
<i>Cost Driver</i>	Number of Beneficiary requests for a trust service and/or information
<i>System Interfaces</i>	All fiduciary trust systems
<i>Responsible Office</i>	

OST ABCM Data Definition FY2006

85DW – Perform Capital Planning and Project Management

<i>Program Area</i>	Sustain the Organization
<i>End Outcome Goal</i>	XEO.1 - Sustain the Organization
<i>Intermediate Outcome Strategy</i>	Manage Trust Fund Assets for Timely and Productive Use
<i>CTM Sub Process</i>	6B.1 Information Technology
<i>DOI Code and Activity Title:</i>	85 - Perform Capital Planning and Project Management

Work Activity Definition:

Activity includes all costs associated with performing work to achieve and maintain compliance with OMB capital planning and investment control and project management requirements, including all program costs for portfolio management and project management which are not attributable to individual IT projects or investments. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 3.

Use Perform Capital Planning and Project Management (DOI Work Activity 85) for:

- Establishment and operation of IT investment management and project management programs and functions
- Creation and enforcement of policy and procedures
- Developing and conducting training
- Determining organizational impacts of capital planning and investment control and project management policy, guidance, implementation and operation
- Conducting capital planning and investment control and project management program evaluations and quality control
- Establishing realistic cost, schedule, and performance goals, both strategic and tactical, for the CPIC and project management program
- Automated Capital Planning or Project Management tools
- Overseeing development and quality control of capital planning and project management documents
- Overseeing assessment of the performance of Interior's IT portfolio and projects
- Overseeing evaluation of steady state systems

Perform Capital Planning and Project Management includes supervision and management of portfolio and project management functions, and general administrative support staff for the local office performing the previously mentioned functions.

This work activity is NOT to be used to report capital planning or project management costs for individual IT investments or projects, which are to be reported under work activity 80 - Plan IT Investments, work activity 81 - Acquire IT Investments, or work activity 82 - Operate and Maintain IT Investments.

Inputs

Output N/A

Output Measure N/A

Cost Driver

System Interfaces

Responsible Office Office of Chief Information Officer

OST ABCM Data Definition FY2006

LEAV - Leave

Program Area

End Outcome Goal

Intermediate Outcome Strategy Multi

CTM Sub Process 6A.7 Human Resources

DOI Code and Activity Title:

Work Activity Definition:

LEAVE

Inputs N/A

Output N/A

Output Measure N/A

Cost Driver Holidays, annual leave, sick leave, compensatory time used, etc.

System Interfaces N/A

Responsible Office